



Arizona Charter Schools Program  
Arizona Department of Education

Mission: AZ Charter School Program Ensures High-Quality Educational Choices by  
Selecting, Monitoring, and Assisting Transformative Leaders

## Arizona Charter Schools Program Start-up Grant Project Years 2018-20 Subgrantee\* Application

*\* In compliance with Uniform Guidance 2 CFR §200.330, AZCSP awardees have been determined to be subrecipients of CFDA 84.282 A awarded to the Arizona Department of Education, Charter Schools Program, October 1, 2015. Subrecipients will also be known as non-federal entities.*

### Eligibility

Any Arizona not-for-profit entity may apply for this grant.

The proposed school shall meet one of the following definitions of educationally disadvantaged:

- 1) A school serving at least 40% racially and ethnically diverse students; or
- 2) A school serving at least 40% economically disadvantaged students eligible for federal lunch program support; or
- 3) A school serving at least 40% students with identified disabilities per IDEA; or
- 4) A school serving at least 40% English Language Learners (ELL).

### Application Evaluation

The AZCSP grant is aligned with the US Department of Education Charter Schools Program Priorities and the submitted application will be scored in light of these priorities. All applicants will be subject to review of previous state and federal education performance. 2 CFR §200.205 (1)

The Evaluation Criteria are provided to assist in meeting the expectations of the application. It is not the application.

### Application Submission

In preparing the application for submission, use 12-point Times New Roman, Arial or Calibri font, double line spacing, and 1-inch margins. Tables may be in an 11-point font.

Submit in pdf format to [AZCharterSchoolProgram@azed.gov](mailto:AZCharterSchoolProgram@azed.gov)

Application deadline is **Monday, October 24, 2016 by 11:59 PM (MST)**

### Application Assistance

In-person application assistance is available in public trainings provided by AZCSP staff. Locations and dates are posted on the AZCSP webpage: <http://www.azed.gov/charter-school-program/>. Important written information regarding the application, its policies and procedures are also located on the AZCSP web page. AZCSP recommends applicants to attend the public training opportunities and to use the resources provided.

# AZCSP 2018-20 Application

Federal Financial Accountability and Transparency Act (FFATA) requires the applicant <sup>1</sup> to answer the following six questions:		
1	I have registered my charter entity at the System for Award Management (SAM.gov) and have a current DUNS Number. (Y/N)	
2	If awarded, I agree to submit a signed General Statement of Assurance and W-9 to Grants Management Enterprise. (Y)	
Primary Place of Performance (POP) Information		
3	POP City	
4	POP State	
5	POP Zip Code	
6	Please provide a short description of your project in no more than two sentences.	

## School Operation Schedule

Please check one and only one of the following:		
1	The School opened for students August 2015. (Eligible for one Project Year of Implementation funds.)	<input type="checkbox"/>
2	The School opened for students August 2016. (Eligible for two Project Years of Implementation funds.)	<input type="checkbox"/>
3	The School will open for students August 2017. (Eligible for three Project Years of Planning and Implementation funds.)	<input type="checkbox"/>
4	The School will open for students August 2018. (Eligible for three Project Years of Planning and Implementation funds.)	<input type="checkbox"/>

## School Description

Please complete the following questions:		
1	Grades the school will serve. (The grades served must match the grades listed in the current or proposed charter application.)	
2	Estimated student enrollment after three concurrent years of operation. (Student enrollment may not exceed the current or proposed enrollment cap in its charter application.)	

	Check one and only one of the following:	
1	A school serving at least 40% racially and ethnically diverse students	<input type="checkbox"/>
2	A school serving at least 40% economically disadvantaged or neglected/homeless students	<input type="checkbox"/>
3	A school serving at least 40% students with identified disabilities per IDEA	<input type="checkbox"/>
4	A school serving at least 40% English Language Learners	<input type="checkbox"/>

<sup>1</sup> The entity submitting the application.

**A. Executive Summary - Non Scoring Section.** (Max 1000 words - *It is recommended that applicants review the following citations from ESEA Part B. Failure to address them accurately and completely will disqualify the application from consideration. Links to ESEA Part B, Nonregulatory Guide, and Office of Management & Budget Uniform Guidance can be found at AZCSP Website.*)

1. A description of the education program to be implemented by the proposed charter school, including
  - i. How the program will enable all students to meet challenging State student academic achievement standards;
  - ii. The grade levels or ages of children to be served; and
  - iii. The curriculum and instructional practices to be used.

*ESEA, Part B, Sec. 5203 (b)(3)(A)*

*Non Scoring - Failure to address the question completely will disqualify the application from consideration.*

2. A description of the objectives of the charter school and the methods by which the charter school will determine its progress toward achieving those objectives. *ESEA, Part B , Sec. 5203 (b)(3)(C)*

*Non Scoring - Failure to address the question completely will disqualify the application from consideration.*

**B. Charter Entity Founders – Total points possible: 40 points**

1. Provide a clear and concise mission statement aligned with the needs of educationally disadvantaged students - **Non Scoring Section.** (Max 75 words)

*Non Scoring - Failure to address the question completely will disqualify the application from consideration.*

2. Describe the background of the applicant’s founders/leaders and their past experience to support the successful planning and implementation of the school. *2 CFR §200.205, ESEA, Part B, Sec. 5204 (a)* - **Non Scoring Section.**

*Non Scoring - Failure to address the question completely will disqualify the application from consideration.*

3. Participate in a Capacity Interview<sup>2</sup> to be scheduled by AZCSP. (15 points)
4. Using the most recent data available, select the appropriate table below to enter the percentage of disadvantaged students in a previous school or classroom managed by the applicant that passed the state assessment or demonstrated one year's academic growth in reading and mathematics. 2 CFR §200.331 (b)(1) (15 Points)

Table 1

Academic Year <sup>3</sup>	State	School Name	Position	State Assessment used	% of disadvantaged students passing Math & Reading	
					Math	Reading

*Use this box to provide source documentation to support the submission in the above table.*

Table 2

Academic Year	State	School Name	Position	State Assessment or Independent Benchmark Assessment <sup>4</sup> used	% of disadvantaged students meeting one year's growth in Math & Reading	
					Math	Reading

*Use this box to provide source documentation to support the submission in the above table.*

<sup>2</sup> A standardized interview conducted to gauge the applicant's actual or potential ability to perform.

<sup>3</sup> Submit the full academic year; i.e., FY 15-16.

<sup>4</sup> An assessment that is free from out-side control demonstrating a comparison of student understanding or performance against a set of uniform standards within the same school year.

Table 3

Academic Year	State	School Name	Position	Locally Developed Assessment <sup>5</sup> used	% of disadvantaged students meeting one year's growth in Math & Reading	
					Math	Reading

*Use this box to provide source documentation to support the submission in the above table.*

- Define the geographical and demographic community the charter school will serve and provide the supporting data on how the applicant would address the needs of the defined community. *ESEA, Part B, Sec. 5204 (b)(3)* (10 points)

*No character limit.*

### **C. Governance – Total points possible: 25 points**

- Describe how the charter school will be governed and managed. An organizational structure chart shall be submitted. *ESEA, Part B, Sec. 5203 (b)(3)(B)*

*No character limit.*

- Describe how the governing authority will create and monitor the strategic plan.

*No character limit.*

- What is the process in place or will be in place to allocate human, material, and fiscal resources for systemic and sustainable implementation of educational programs which

<sup>5</sup> A local assessment consists of a formal set of assessment approaches and tools developed or selected by school(s) to meet their own needs. It is distinct from assessments developed by an individual classroom teacher for his or her own purpose. Reliability and validity of the assessment must be included in the description.

enable disadvantaged students to achieve the state College and Career Ready (CCR) Standards?

*No character limit.*

4. What is the succession plan for governing body members and key school leadership to sustain the school's mission?

*No character limit.*

5. Describe how the charter school that is considered a local educational agency under ARS§15-181 will comply with sections 613(a)(5) and 613(e)(1)(B) of the Individuals with Disabilities Education Act. *ESEA, Part B, Sec. 5203 (b)(3)(L)*

*Non Scoring - Failure to address the question completely will disqualify the application from consideration.*

**D. Leadership – Total points possible: 25 points**

1. What process is in place or will be in place to develop challenging curriculum including supplemental curriculum aligned with the state CCR Standards that meets the unique needs of disadvantaged students?

*No character limit.*

2. What process is in place or will be in place to design and implement instructional practices aligned with the curriculum to meet the unique needs of disadvantaged students?

*No character limit.*

3. What process is in place or will be in place to develop a comprehensive academic assessment system to measure the performance of disadvantaged students?

*No character limit.*

4. What process is in place or will be in place to recruit, select, and hire quality educators?

*No character limit.*

5. What process is in place or will be in place to monitor and measure educator effectiveness?

*No character limit.*

6. What process is in place or will be in place to engage leaders and instructional staff members in reflective self-assessment and school-wide assessment to identify areas for continuous improvement that aligns with the school's mission?

*No character limit.*

**E. Budget Form and Narrative – Total points possible: 10 points**

1. Provide a description of how awarded funds will be used. *ESEA, Part B, Sec. 5203 (b)(3)(H)*. Include job descriptions for salaries supports by the grant.

*No character limit.*

2. Description of how the funds will be used in conjunction with other federal programs. *ESEA, Part B, Sec. 5203 (b)(3)(H)*.

*No character limit.*

LINE ITEMS DESCRIPTION			
Function Code	Object Code	Description	Budgeted Amount
<b>Instruction 1000</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		0.00
Other Expenses	6800		0.00
<b>Support Services 2100, 2200, 2600, 2700</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		0.00
Other Expenses	6800		0.00
<b>Support Services - Admin 2300, 2400, 2500, 2900</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		0.00
Other Expenses	6800		0.00
<b>Operation of Non-Instructional Services 3000</b>			
Salaries	6100		0.00
Employee Benefits	6200		0.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		0.00
Other Expenses	6800		0.00
<b>Capital Outlay</b>			
Capital Assets	190		0.00

**Max points possible: 100 points**

- F. ESEA 5203 Compliance – Non Scoring Section.** *(It is recommended that applicants review the following citations from ESEA Part B. Failure to address them accurately and completely will disqualify the application from consideration. Links to ESEA Part B, Nonregulatory Guidance, and Office of Management & Budget Uniform Guidance can be found at AZCSP Website.)*



1. A description of the administrative relationship between the charter school and the authorized<sup>6</sup> public chartering agency. *ESEA, Part B, Sec. 5203 (b)(3)(D)*

*No character limit.*

2. A description of how parents and other members of the community will be involved in the planning, program design, and implementation of the charter school. *ESEA, Part B, Sec. 5203 (b)(3)(E)*

*No character limit.*

3. A description of how the authorized public chartering agency will provide for continued operation of the school once the Federal grant has expired, if such agency determines that the school has met the objectives. *ESEA, Part B, Sec. 5203 (b)(3)(F)*

*No character limit.*

4. A request and justification for waivers of any Federal statutory or regulatory provisions that the eligible applicant believes are necessary for the successful operation of the charter school, and a description of any State or local rules, generally applicable to public schools, that will be waived for, or otherwise not apply to, the school. *ESEA, Part B, Sec. 5203 (b)(3)(G)*

*No character limit.*

5. A description of how students in the community will be informed about the charter school. *ESEA, Part B, Sec. 5203 (b)(3)(I)(i)*

*No character limit.*

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<sup>6</sup> Active authorizers in Arizona include the following: Arizona State Board for Charter Schools as defined in ARS § 15-182 and a community college or a university whose charter application process conforms to ARS § 15-183.

6. A description of how students in the community will be given an equal opportunity to attend the charter school. *ESEA, Part B, Sec. 5203 (b)(3) (I)(ii) and ESEA, Part B, Sec. 5210 (1)(H)*

*No character limit.*

**G. Assurance (Signed by the LEA Authorized Representative).**

- a) The applicant will annually provide AZCSP such information as may be required to determine if the charter school is making satisfactory progress toward achieving the objectives described in (C)(i)  
*ESEA, Part B, Sec. 5203 (b)(3)(J)*
- b) The applicant will cooperate with AZCSP in evaluating the program assisted under this subpart. *ESEA, Part B, Sec. 5203 (b)(3)(K)*
- c) Such other information and assurances as AZCSP may require. *ESEA, Part B, Sec. 5203 (b)(3)(N)*
- d) The applicant will use financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, that are sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. *2 CFR §200.302&303*

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LEA Authorized Representative

Title

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Signature of LEA Authorized Representative

Date

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Applicant Organization

Date Submitted